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19 December 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Intelligence

SUBJECT :

[REDACTED]

1. [REDACTED] GS-15, is an officer in the Intelligence Directorate's career service presently assigned to the Vietnamese Affairs Staff in the Office of the DCI. Under present administrative arrangements, [REDACTED] is slated to retire at the end of Fiscal Year 1970, i.e., around the end of June 1970. The purpose of this memorandum is to levy a formal request that [REDACTED] retirement date be deferred for at least one year, i.e., until the end of FY 71.

2. [REDACTED] was assigned to this office upon completion of a tour [REDACTED] in the Vietnam Station, a post in which he performed in commendable fashion. He has 20 years of Agency experience on Far Eastern matters and two overseas tours in the Far East [REDACTED] the aforementioned tour in Vietnam. [REDACTED] thus brings to his duties on this staff a wide ranging background and a great deal of personal experience not easy to replace.

3. As the responsibilities of this staff have steadily increased over the past year we have been faced with an equally increasing demand for the quick production of memoranda on a wide variety of Vietnam-related subjects. These memoranda are usually called for under impossibly short deadlines and are generally destined either for the senior echelons of this Agency or for very high level officials in other government departments, including the White House. As a result, we could not function without at least a few officers who are capable of writing efficiently, perceptively and skillfully under great pressure.

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4. It is in the above area that [ ] has swiftly made himself almost invaluable to us. He is exceptionally steady to the point of being almost unflappable and has repeatedly demonstrated a great deal of professional skill in being able to produce finished prose on very short order on many subjects. The products of [ ]'s type-writer require only minimal editing and whenever the deadline fuse is really short, as is frequently the case, they can be confidentially dispatched to the highest offices of government virtually untouched.

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5. In light of his analytical skills and his capacity to turn out the kind of product this office is constantly required to produce, I would find it very awkward to lose [ ] valuable contributions to the work of this staff. He would be a most difficult officer to replace six months hence and for that reason I would very much like to be assured of his services at least one year beyond his presently scheduled retirement date. For this reason I strongly request that his retirement date be extended or deferred for one full fiscal year.

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George A. Carver, Jr.  
Special Assistant for Vietnamese Affairs

Orig & 1 - D/Pers  
1 - DDI  
2 - SAVA

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